

## IGPPS Proposal Formatting Guidance

The following format is recommended for all new (non-continuation/-renewal) proposals:

**Cover Sheet**, to include on one page:

1. Title of proposed project,
2. Name of University Campus if the “subcontract” is for University/Laboratory collaborative research,
3. Identify relevant IGPPS discipline area(s) of proposal:
  - a. Astrophysics
  - b. Space Science
  - c. Solid Earth Geosciences
  - d. Climate Science
  - e. Signatures
4. Proposed start date, and proposed duration of project.
5. Total cost by fiscal year
6. Name, title, address, email address, and phone number for PI(s).
7. Name and email of postdoc and/or graduate student(s), if known.

**Main Body** (including budget information) Use the following formatting outline for the main body; please limit to **five total pages** of text (for Sections I through VIII), plus figures and a budget page:

### Approach

- I. Theoretical, numerical, or experimental activity
- II. Methods used (describe comprehensively) History of problem, scientific debate, Hypotheses to test, why now?
- III. Any relevant leveraging or necessary coordination, e.g., other projects or facilities
- IV. Resources to be used in the project such as resources at Los Alamos National Laboratory, at the University, if relevant and other Resources
- V. Statement of Work
  - i. Tasks to be performed
  - ii. Milestones
  - iii. Deliverables
  - iv. For collaborative proposals: schedule of visits (and work performed) at Los

- Alamos National Laboratory or Campus
- v. For Los Alamos National Laboratory postdoc proposals: schedule of any visits to other institutions, in particular for work to be performed outside of the Laboratory

#### VI. Proposing Team

- i. Role of University Principal Investigator (if relevant)
- ii. Role of Los Alamos National Laboratory PI, including efforts at mentoring
- iii. Role of postdoc or graduate student(s)
  - a. Identify if MSc or PhD project, if graduate student
- iv. Other participants

#### VIII. Significance and timeliness

- i. How does this research align with Los Alamos mission objectives?
- ii. What is the significance of the project? One way of getting at this is to answer the question, “When this project is finished and published, who will use the results?” This question should be dealt with explicitly, with significant input from the Los Alamos National Laboratory PI.
- iii. Why should this project be funded now instead of, e.g., next year?

#### IX. References

#### X. Budget summary (1 page max)

- i. Indicate separately those amounts to be spent on campus(es) and at LANL:
  - a. Salaries. Details of computations to be provided.
  - b. Supplies
  - c. Computer usage and related costs
  - d. Travel
  - e. Equipment
  - f. Other expenses
  - g. TOTALS by fiscal year and cumulative for multiyear projects: for University (if relevant); and for LANL
- ii. Supplemental budget information (including a section on current and pending support for research from other sources)

#### XI. Biographical sketches of PIs including already identified postdocs and/or graduate students, ~1 page each. Note: Identification of a named student or postdoc is desirable but not essential for top tier selection.

While IGPPS supports publication page charges, such charges are NOT to be included in the proposed budget. PI's are asked to send an email to the IGPPS director requesting

funds on an as needed basis to cover publication page charges.

We encourage recommendation/identification of several technical subject matter reviewers with whom proposers do not closely work and have not published for at least two years.

**GUIDANCE: PREPARATION OF RENEWAL (UNIVERSITY COLLABORATIVE PROJECTS AND/OR Los Alamos National Laboratory POSTDOC) PROPOSALS**

Renewal/Continuation proposals must be submitted in mid-September of the relevant calendar year and must contain the following information:

1. Cover Sheet, to include the same information as for a new proposal
2. Brief Progress Report
3. Informal statement of work for the upcoming year
4. List of conference or workshop presentations or posters on sponsored research
5. List of publications
6. Copy of original proposal

**PROGRESS REPORTS**

If this is a first time renewal (after less than one year of research), only a brief statement of progress during the first year of work is required (1 page maximum); see below.

If this is a second time renewal (covering more than one year's work), a progress report of about 5 pages is required; see below.

The revised work plan/proposal for FY15 must include:

1. Updated declaration of other ongoing research projects related to the IGPPS funded project,
2. Reiteration of the entire, original budget request for the relevant year ... Requests for changes from the original proposal cost must be highlighted and a detailed justification must be included,
3. The statement of progress for first time renewal proposals (year 1 to year 2) should include
  - a. Summary of activity that took place during FY14,
  - b. Scientific activity,
  - c. Presentations and publications (with complete citations), and
  - d. Visits and exchanges of personnel between the University and LAN.

For renewal proposals that go into the third year of work, the formal progress report must be formatted as follows (approx. 5 pages total):

- I. Title, project objectives and brief summary of work plan (maximum half page),

- II. Summary of research results to-date (1-3 pages), plus any relevant graphics,
- III. Any new insights or challenges in meeting project objectives or any complications in meeting project objectives,
- IV. List of publications, including submissions,
- V. List of presentations,
- VI. Name of graduate student(s) and/or postdoc(s)
  - a. Progress towards PhD or MSc, if graduate students are involved
- VII. Documentation of visits to Los Alamos National Laboratory and/or to University, or other facilities/sites,
- VIII. LANL and/or other facilities used in the research,
- IX. Budget summary, and
- X. Efforts to secure further funding from other agency.

## **FINAL REPORT AFTER COMPLETION OF UNIVERSITY COLLABORATIVE PROJECT OR POSTDOC PROJECT**

At the completion of each project, whether it is of one, two, or three years duration, a final report must be submitted. Projects that are completed at the end of FY14 must submit their final report by close of business, October 15, 2014. The format for the final report is:

- 1. Abstract
- 2. Brief Project description
  - a. Collaborators – name, title, contact information
    - i. Name and contact information of participating graduate student(s) and/or postdoc(s).
    - ii. Progress towards PhD or MSc, if graduate students are involved.
- 3. Alignment with Laboratory objectives
- 4. Results (1-3 pages) – Scientific accomplishments/Highlights/Impacts
- 5. Documentation of visits to Los Alamos National Laboratory and/or to University, or other facilities/sites.
- 6. Discoveries that have led to new research challenges, based on the research.
- 7. Anticipated follow-on projects, collaborations, probable hiring of collaborators
- 8. Publications, patents, copyrights, awards, special recognition and presentations
  - a. Explicitly identify LANL authors

## **REQUIREMENT FOR SIGNATURE PAGES**

Signature pages are not required at the time proposals are submitted. IGPPS will request signatures from the co-PIs and their respective institutional officials, only if IGPPS recommends funding the proposal.

Before initiation of a PR (LANL Procurement Request) to support the university project, signatures will be required from the University Department Chair or Director of campus-organized research unit, Management Service Officer or Fiscal/Budget Person, and Contract and Grants Officer.

For LANL, the proposing Laboratory PIs must receive approval from their respective Group Leaders.